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# Department of Defense INSTRUCTION

August 7, 1990  
NUMBER 7730.61

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DA&M

**SUBJECT:** Reports on General and Flag Officer Positions

- References:
- (a) DoD Instruction 7730.61, subject as above, August 20, 1981 (hereby canceled)
  - (b) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
  - (c) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986
  - (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1986, authorized by DoD Instruction 5000.12, April 27, 1965
  - (e) Title 10, United States Code, Section 663

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to incorporate new data elements and to reflect current operating procedures.
2. Prescribes uniform reporting requirements designed to provide responsible officials in the Office of the Secretary of Defense with a central source of data for use in formulating and evaluating general and flag officer programs.

B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD); the Military Departments; the Chairman, Joint Chiefs of Staff and Joint Staff; and the Defense Agencies (hereafter referred to collectively as "DoD components"). The term "Military services," as used herein, refers to the Army, Navy, Air Force, Marine Corps, and the Coast Guard when it is operating as a Service in the Navy.

C. POLICY

It is DoD policy to maintain a centralized data base on general and flag officer positions and incumbents. The information maintained is provided by the DoD Components for use in OSD.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management & Personnel) (ASD(FM&P)), or designee, the Deputy Assistant Secretary of Defense (Military Manpower & Personnel Policy) (DASD(MM&PP)), shall:

a. Serve as **the DoD point** of contact for official DoD information on Navy flag off **icers** and Army, Air Force, and Marine Corps general officers, to include information on each flag and general officer position, filled or **vacant**, and **incumbent** information for each filled position.

b. Control access to all data not specifically published in the "General/Flag Off **icer** Worldwide Roster" and coordinate the official release of data with the affected **services**.

co **Respond to requests** from Congress and other outside **requesters** for information on the positions or **incumbents**.

2. **The Director, Washington Headquarters Services (WHS)**, or WHS designee, the **Director for Information Operations and Reports (DIOR)**, shall:

a. As agent for the **ASD(FM&P)**, design, establish, and maintain the official general and flag officer data base from information reported by the **DoD Components**.

b. Provide information services on this subject **matter** to the Director for Officer & Enlisted **Personnel** Management, Office of the Assistant Secretary of Defense (**Force Management & Personnel**) (**OEPM, OASD(FM&P)**), and other requesters in accordance with release **procedures** provided by the **ASD(FM&P)**.

3. **The Heads of DoD Components** shall provide the detailed data **required** by this Instruction to maintain the official DoD data base.

#### **E. PROCEDURES**

1. **General and Flag Officer Position Data.** New data or corrections to **existing** data on all positions in or outside the Department of Defense that are authorized general or flag officer personnel shall be **provided** by each Military Service as changes occur, but not more often than monthly.

2. **General and Flag Officer Incumbent Data.** New data or **corrections** to existing data on **incumbents** of each general and flag officer position shall be **reported** monthly by each Military Service.

3. Additions, changes, corrections, or deletions to position **data** shall be submitted on DD **Form** 2549 (enclosure 1).

4. Additions, changes, corrections, or deletions to incumbent data shall be submitted on DD **Form** 2550 (enclosure 2).

5. Instructions for preparing the data and data conversion tables are **attached** as enclosures 3 and 4.

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6. **These reports shall be submitted to:**

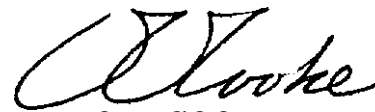
Director for Information Operations and Reports  
**Washington Headquarters Services**  
1215 Jefferson Davis Highway  
suite 3.204  
Arlington, Va. 22202-4302

F. **INFORMATION REQUIREMENTS**

The reporting requirements described in subsections E1. and E.2. , above, are assigned Report Control Symbol DD-DA&M(M&AR) 1579. Additional information **requirements, as may be necessary**, shall be developed, **approved, and** licensed, consistent with DoD Directives 5000.11 and 7750.5 (references (b) and (c)).

G. **EFFECTIVE DATE**

This Instruction is effective immediately.



D. O. COOKE  
Director  
Administration and Management

Enclosures - 4

1. **General and Flag Officer Position Data** (DD Form 2549)
2. **General and Flag Officer Incumbent Data** (DD Form 2550)
3. **Data Preparation Instructions for Position Data** (DD Form 2459) and  
**Data Preparation Instructions for Incumbent Data** (DD Form 2550)
4. Data Conversion Tables

GENERAL AND FLAG OFFICER POSITION DATA			REPORT CONTROL SYMBOL
(TO BE COMPLETED BY PROJECT OFFICERS AND / OR APPROPRIATE FORMS MANAGEMENT OFFICERS)			
1. DATE OF REQUEST (YYMMDD)	2. TRANSACTION CODE	3. REPORTING 000 COMPONENT	
4. OSO POSITION NUMBER	5. POSITION GRADE	6. SERVICE AFFILIATION	
7. POSITION			
a. TITLE NO. 1			
c. TITLE NO. 2			
8. UNIT LOCATION			
a. PLACE			
b. STATE	c. ZIP CODE	d. WASHINGTON, DC CODE	
10. PARENT UNIT DESIGNATION			
II. REMARKS			

[illegible]

2. DATE OF REQUEST (YYMMDD)

2. DATE OF REQUEST (YYMMDD)

[illegible]

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DATA PREPARATION INSTRUCTIONS FOR  
POSITION DATA (DD FORM 2549)

DATA ELEMENTS

INSTRUCTIONS

1. Date of Request - Year      Enter ~~two-terminal~~ digits of current year  
(~~incremented~~ each year) .  
  
    - Month      Enter month code 01-12. Use lead zero as  
                    necessary.  
  
    - Day      Enter a two-digit day of month 01-31. Use  
                    lead zero as necessary.
2. Transaction Code      Enter A to add new positions and ~~complete~~  
all data elements except, Item 4 (OSD  
Position Number) .  
  
    Enter C to correct or change data for  
existing positions. ~~Complete~~ Item 4 (OSD  
Position Number) and data elements with  
corrections or changes.  
  
    Enter D to disestablish (delete) positions.  
    ~~Complete~~ Item 4 (OSD Position Number) and  
Item 13. a. (Position Title No. 1.) .
3. Reporting DoD Component      Enter DoD Component name; i.e. , Army, Navy,  
Air Force, or Marine Corps.
4. OSD Position Number      Enter numeric entry 1 to 9999. Unique OSD  
Position Numbers shall be assigned by WHS,  
Directorate for Information Operations and  
Reports .
5. Position Grade      Enter 07, 08, 09, or 10 in first two  
positions (DoD 5000. 12-M (reference (d) ) ,  
reference number PA-SN) . Third position must  
be H if included by the OSD and/or Hay  
General and/or Flag Officer review, or else  
leave blank.
6. Service Affiliation      Enter A for Army, F for Air Force, M for  
Marine Corps, N for Navy, P for Coast Guard,  
or Z for positions that may be filled by  
incumbents from any Military Service, (DoD  
5000. 12-M (reference (d) ) , reference number  
DE-NM) .

## DATA ELEMENTS

## INSTRUCTIONS

### 7. Position

- a. Title No. 1
- b. Title No. 2

Enter the title of the principal position in Title No. 1. **Enter** additional titles associated with the position in Title No. 2.

### 8. Unit Name

**Enter** the name of unit, organization, or command to which the position is assigned if name is other than Parent Unit Designation (Item 10) . Use official **acronyms**. **Do not** repeat **information** contained in the title.

### 9. Unit Location

#### a. Place

Enter the military installation or facility, place, or municipality where unit, **organization**, or command is **located**.

#### b. state

Select state abbreviation from Table 1. Use DoD 5000. 12-M (reference (d) ) , reference number ST-GA for state codes **and** reference number CO-XV for country codes.

#### c. Zip Code

**Enter** ZIP Code of military installation or facility, place, or municipality (DoD 5000. 12-M (reference (d) ) , reference number NA-ZC) .

#### d. Washington , DC, Code

Enter Y for locations located in the **Washington , DC metropolitan area** or N for locations **not** in the **Washington, DC metropolitan area**.

### 10. Parent Unit Designation

Enter the **parent organization** or **command** to which the position is assigned; i.e. , the NORTH AMERICAN AEROSPACE DEFENSE **COMMAND** is the parent unit designation for the following units :

Cheyenne Mountain **Complex**;  
**1st Air Force/Conus NORAD** Region;  
Canadian NORAD Region;  
**24th NORAD Region; and,**  
25th NORAD Region.

### 11. Remarks

Enter comments or pertinent information concerning the position.

DATA PREPARATION INSTRUCTIONS FOR  
INCUMBENT DATA (DD FORM 2550)

DATA ELEMENTS

INSTRUCTIONS

- |  |  |
|--|--|
| 1. Reporting DoD Component               | Enter DoD Component name; i.e., Army, Navy, Air Force, or Marine Corps.  |
| 2. Date of Request - Year                | Enter two-terminal digits of current year (incremented each year) .  |
| -Month                                   | Enter month code 01-12 . Use lead zero as necessary.   |
| - day                                    | Enter a two-digit day of month 01-31. Use lead zero as necessary.  |
| 3. Transaction Code                      | Enter A to add new incumbents and complete all data elements except Item 4 (OSD Position Number) .<br><br>Enter C to correct or change data for existing incumbents. Complete Item 4 (OSD Position Number), Item 5 (Incumbent Name) , Item 6 (Service and/or Social. Security Number), and data elements with data corrections or changes. |
| 4. OSD Position Number                   | Enter numeric entry 1 to 9999. Unique OSD Position Numbers shall be assigned by WHS, Directorate for Information Operations and Reports.   |
| 5. Incumbent Name                        | Enter last, first, and middle names in order with spaces but no punctuation. Also include suffix such as Jr., Sr., II, III, etc. See DoD 5000. 12-M (reference (d) ) , reference number NA-RG, for guidance on formation and contraction of names.   |
| 6. service and/or Social Security Number | Self-explanatory (DoD 5000. 12-M (reference (d) ) , reference number SO-CA).   |



## DATA ELEMENTS

7. Military Grade

## INSTRUCTI

First two positions must be one of the following codes:

06 - COL, CAPT  
07 - BG, RADM(L)  
08 - MG, RADM  
09 - LTG, VADM  
10-GEN, MII

Reference DoD 5000. 1.2-M (reference (d)), reference number PA-SN. Third position must be F for "frocked" (incumbents authorized to pin on the next higher insignia of rank before being officially promoted to that rank), or else leave blank.

8. Date of Rank - Year

Enter two-terminal digits of year. If date is not known, enter asterisk (\*) and leave remainder of year, month, and day blank.

- Month

Enter month code 01-12. Use lead zero as necessary.

- day

Enter a two-digit day of month 01-31. Use lead zero as necessary.

9. sex

Enter F for female or M for male (DoD 5000. 12-M (reference (d) ), reference number SE-XA) .

10. Race

Enter one of the following codes:

C - Caucasoid  
M - Asian and/or Mongoloid  
N - Negroid and/or African  
R - American Indian  
Z - unknown

Reference DoD 5000. 12-M (reference (d)), reference number RA-BA.

11. Date of Birth - Year

Enter two-terminal digits of year. If date is not known, enter asterisk (\*) and leave remainder of year, month, and day blank..

- Month

Enter month code 01-12. Use lead zero as necessary.

- Day

Enter a two-digit day of month 01-31. Use lead zero as necessary.

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DATA ELEMENTS

Instructions

12. Specialty **and/or** Expertise Enter code **from** Table 2.
13. Joint **Duty** Enter one of the following codes:
- C - **Completed**
  - G - **Completed** Joint **Tour** as  
General **and/or** Flag Officer
  - L - Lacks Joint **Duty Credit**
  - P - **Professional** Waiver
  - S - scientific **and/or** Technical Waiver
14. Capstone Enter one of the following codes for a course  
**required by** 10 U. S. C. 663 (reference (e) ) for  
new **general and** flag officers to prepare them  
to work with the other **armed** forces:
- C - Completed
  - N - **Not Required**
  - R - **Required and/or Not Completed**
  - W - **Waived**
15. Joint Specialist Enter one of the **following** codes:
- E - **Nominee**
  - N - No
  - Y - Yes
16. New OSD **Position** Number Enter a **numeric** entry 1 to 9999. Unique OSD  
**Position Numbers** shall be assigned by WHS,  
Directorate for Information Operations and  
Reports.
17. **Date** Assigned **Position**
- Year Enter **two-terminal** digits of **year**.
  - Month Enter **month** code 01-32. Use lead zero as  
necessary.

DATA CONVERSION TABLES

TABLE 1 - STATES

<u>ABBRE-</u> <u>VIATION</u>	<u>STATE NAME</u>	<u>ABBRE-</u> <u>VIATION</u>	<u>STATE NAME</u>
AL	A l -	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AQ	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	CQ	Northern Mariana Islands
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GQ	Guam	OR	Oregon
HI	Hawaii	PA	Pennsylvania
ID	Idaho	RQ	Puerto Rico
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	south Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VQ	Virgin Islands
MI	Michigan	WA	Washington
MN	Minnesota	w	West Virginia
MS	Mississippi	WI	Wisconsin
MO	Missouri	WY	Wyoming

TABLE 2 - INCUMBENT SPECIALITY AND/OR EXPERTISE

<u>COMMON CODES</u>	<u>MEANING</u>
AVN	Aviator - Navigator
AVP	Aviator - Pilot
CHC	Chaplain
DEN	Dental
ENG	Engineer and/or Civil Engineer
JAG	Judge Advocate
LOG	Logistician
MED	- Medical
MSC	Medical Semite
NUR	Nurse
QMC	Quartermaster and/or Supply
<u>ARMY-UNIQUE CODES</u>	<u>MEANING</u>
ADA	Artillery - Air Defense
ADJ	Adjutant General
AFA	Artillery - Field
ARM	Armor
CHM	chemical
FIN	Finance
INF	Infantry
INT	Military Intelligence
MPO	Military Police
ORD	Ordnance
SIG	Signal
SPF	Special Forces
XIN	Transportation
<u>NAVY-UNIQUE CODES</u>	<u>MEANING</u>
AED	Aviation Engineering Duty
SDO	Special Duty (Int, Crypt, etc. )
SUB	submariner
SUW	Surface Warfare
<u>AIR FORCE-UNIQUE CODES</u>	<u>MEANING</u>
MIS	Missileer
NOR	Non Rated
<u>MARINE CORPS-UNIQUE CODES</u>	<u>MEANING</u>
GRN	Ground